

CURRICULUM VITAE

1. PERSONAL DATA

- (i) **FULL NAME:** BADMUS, Wuraola Anthonia
- (ii) **DATE OF BIRTH:** October 10, 1972
- (iii) **PLACE OF BIRTH:** Ibadan
- (iv) **AGE:** 49 Years
- (v) **SEX:** Female
- (vi) **MARITAL STATUS:** Married
- (vii) **LOCAL GOVERNMENT AREA:** Emure
- (viii) **STATE OF ORIGIN:** Ekiti State
- (ix) **NATIONALITY:** Nigerian
- (x) **PERMANENT HOME ADDRESS:** Plot 18, Block 15B, Oladipo
Adesanya Crescent, Asero
Housing Estate, Abeokuta South,
Abeokuta, Ogun State, Nigeria
- (xi) **CURRENT OFFICE ADDRESS:** Personnel Records and Statistics
Unit, Federal University of
Agriculture, Abeokuta, Ogun State
- (xii) **E-MAIL ADDRESS:** wurabadmus.10@gmail.com
badmuswa@funab.edu.ng
- (xiii) **MOBILE PHONE NUMBER:** 08033468407
- (xiv) **DATE OF APPOINTMENT INTO
THE PUBLIC SERVICE:** November 13, 2001
- (xv) **PRESENT STATUS AND SALARY:** Principal Assistant Registrar/
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2. EDUCATIONAL BACKGROUND

(a) EDUCATIONAL INSTITUTIONS ATTENDED (WITH DATES)

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| (i) PRIMARY SCHOOL: | Polytechnic Staff School,
Ibadan, Oyo State | 1978– 1983 |
| (ii) SECONDARY SCHOOL: | St. Louis Grammar School, Mokola
Ibadan, Oyo State | 1984-1989 |
| (iii) UNIVERSITY (First Degree): | University of Ibadan
Ibadan, Oyo State | 1990-1995 |
| (iv) UNIVERSITY
(Postgraduate Degree): | University of Ibadan
Ibadan, Oyo State. | 1997-1998 |

(b) EDUCATIONAL QUALIFICATIONS WITH DATES

- i.) First School Leaving Certificate, FSLC, 1983
- ii.) West African School Certificate, WASC, 1989
- iii.) Bachelor of Science (B.Sc.) Statistics, 1995
- iv.) Masters in Personnel Psychology (M.P. P.), 1998

3. AWARDS/COMMENDATIONS/SPECIAL APPRECIATION/RECOGNITION

- (i) Vice-Chancellor's Commendation for the excellent performance and selfless service I rendered as an Assistant Secretary of the Admissions Committee - June, 2018
- (ii) Deputy Vice-Chancellor's (Academic) Commendation of my contribution to the huge success of the 2017/2018 Post UTME Screening Exercise - November, 2017
- (iii) FUNAAB-ANUPA Chairperson's Appreciation for the diligent manner with which I committed as a Member of the Committee charged to handle an assignment - July, 2015
- (iv) Senate Commendation to staff of the Senate and Admissions Unit for diligences and performance in the success records of proceedings at Senate Meetings – December, 2012
- (v) Vice-Chancellor's Commendation of my contribution as a staff of the Senate and Admissions Unit for the unique and unprecedented initiative to understudy appraisal of the 2008/2009 and 2009/2010 Post UTME Screening Exercises on the admission process in the University – March, 2011
- (vi) Vice-Chancellor's Commendation of my contribution as a Co-opted Member of the Admissions Committee for the selfless service rendered towards a successful 2010/2011 Admission Exercise – October, 2010
- (vii) Dean's Commendation for the competent and effective administrative coordination I rendered as the College Officer, College of Plant Science and Crop Production – April, 2008

4. MEMBERSHIP OF PROFESSIONAL ASSOCIATION

- a) Member, Association of Nigerian University Professional Administrators
- b) Member, Association of University Administrators, MAUA
- c) Member, American Society of Administrative Professionals

5. WORKSHOPS/COURSES ATTENDED IN LAST FIVE YEARS

- i. Workshop on Workforce Planning and Budgeting in a Resources Constrained Environment organized by the Office of the Head of Civil Service of the Federation, Abuja held from 12th to 14th September, 2021
- ii. Workshop themed "University Ethics, Culture and Service Delivery", a Retreat Programme organised by the Federal University of Agriculture, Abeokuta for her Non-Teaching Staff held from 26th to 29th July, 2021
- iii. In-House Training Workshop organized by the Association of Nigerian Universities Professional Administrator (ANUPA) held on 7th July 2021
- iv. Workshop on Manpower Planning and of Budgeting organized by the Office of the Head of Civil Service of the Federation, Abuja held from 7th to 8th October, 2019
- v. Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPT1) organized by International Centre for Information and Communication Technology Studies between 22nd and 26th July 2019
- vi. Workshop on Work Ethics and Organizational Productivity organized by the Centre for Management Development (CMD), Lagos between 6th and 10th August, 2018
- vii. 2018 Registry Lecture titled " Global Best Practices in Corporate Governance" delivered by Princess C. A. Soboyejo on 30th May, 2018 at the Federal University of Agriculture, Abeokuta
- viii. Workshop on Human Capital Management organized by the Administrative Staff College of Nigeria (ASCON), Topo-Badagry, Lagos between 23rd and 27th October, 2017

6. WORK EXPERIENCE

- A. Principal Assistant Registrar,
Personnel Records and Statistics June 2021 - till date
Federal University of Agriculture, Abeokuta

Responsible to the Registrar for the day-to-day activities of the Unit regarding:

- 1) Collecting Personnel records that accurately documents the core activities of the human resource functions;
- 2) Managing and storing Personnel records in a manner that will facilitate timely and accurate retrieval;
- 3) Providing statistical information on the various personnel activities of the University;
- 4) Preparing annual updates of records and statistics relating to personnel; and
- 5) Preparing, updating and processing of Nominal Roll for general Administration.
- 6) Any other duties assigned by the Registrar

- B. Principal Assistant Registrar, Personnel and Statistics April 2020 to March 2021
Federal College of Education, Osiele, Abeokuta (Sabbatical Appointment)

Responsible to the Deputy Registrar, Establishment Personnel and Training Division, on the following assignments:

- 1) preparing, processing and providing information (statistics) on all personal matters, nominal rolls of staff etc.;
- 2) Organizing and maintaining personnel records; updating information on the record of appointment, promotion, retirement, withdrawal of service, termination/dismissal of appointment, sick, maternity, study or sabbatical leave;
- 3) Creating regular reports and presentations on personnel matters;
- 4) Providing relevant staff information (e.g. leaves of absence, sick leave, sabbatical, Study Leave and Leave of Absence) to Bursary on request;
- 5) Organizing the appraisal process to identify the development needs of staff in the College.

C. Principal Assistant Registrar, Academic Staff Establishment May, 2019 - May 2020
Federal University of Agriculture, Abeokuta.

Responsible to the Registrar for the day-to-day routine assignment of the Unit regarding:

- 1) Preparing draft digest and minutes of Appointments and Promotions Committee for Academic Staff (APCAS) meetings and letters/memoranda conveying the Committee's decisions to the affected persons/units;
- 2) Initiating action towards the issuance of letters of appointment to newly appointed Academic Staff after due approval of Interview Reports by the Appointments and Promotions Committee for Academic Staff (APCAS);
- 3) Handling other routine academic staff matters like Deferment of Leave, Sabbatical Leave, Annual Leave, Maternity Leave, Leave of absence, Change of name, Change of Next-of-kin, Promotion, Upgrading, Discipline, etc;
- 4) Documenting newly appointed members of academic staff by issuing and accepting their completed record of service forms, preparing letters of assumption of duty, introducing newly appointed academic staff to the Bursary, Health Services and Banks;
- 5) Interpreting the Rules and Regulations of the University as they apply to the requests of staff; and
- 6) Any other duties assigned by the Registrar

D. Principal Assistant Registrar, Postgraduate School April 2017 - April 2020

- i. Administrative Secretary of the Postgraduate School;
- ii. Secretary to the Postgraduate School Board (PG Board)
- iii. Coordination of processing of PG Board papers for Senate consideration;
- iii. Implementation of PG Board and Senate decisions pertaining to postgraduate matters;
- iv. Processing of applications for admission into postgraduate programme;
- v. Supervising and overseeing registration of students;
- vi. Keeping of postgraduate students' records;
- vii. Providing outstanding services as well as assistance to current and prospective students during their academic tenure with the university
- vii. Interpretation of the Rules and Regulations of the Postgraduate School and the University;
- viii. Facilitating internal and external assessment of students' theses/dissertations and the conduct of oral examination of students;
- ix. Coordinating preparation of graduating list for postgraduate students;
- x. Issuance of notification of results and transcripts on request;
- xi. Working with the Accounting Unit to prepare Budget and Annual Report;
- xii. General supervision and welfare of staff (including promotion and discipline); and
- xiii. Any other duties assigned by the Registrar or the Dean, Postgraduate School.

E. College Officer/Principal Assistant Registrar

- i. Providing administrative support to the Dean for the day-to-day administration of the College;
- ii. Coordinating and Supervising the Registry Staff within the College and the Dean's Office;
- iii. Secretary to the following College Committees Meetings:
 - (a) College Board
 - (b) College Board of Studies
 - (c) College Committee on Examinations Results
 - (d) College Postgraduate Committee
 - (e) College Committee on Grants and Fellowships
- iv. Secretary to the College Promotion Assessment Panel, for processing papers for both Academic Staff and Non-Teaching Staff promotions;
- v. Processing of papers on the College recommendations to Senate and Board of Postgraduate School;
- vi. In attendance at Senate Meetings to take note of Senate decisions on matters concerning the College;
- vii. Distribution of examination materials, signing of examination pass and answer scripts;
- viii. Treating of mails, Writing of letters, internal memoranda as directed by the Dean of the College or the Registrar;
- ix. Organization of College mail service and dealing with routine enquiries on behalf of the Dean;
- x. Attending to students enquiries on College activities;
- xi. Counseling of students on matters referred to the College Officer;
- xii. Ensuring that repairs needed on structures/office equipment are brought to the notice of the competent authority and undertaken;
- xiii. ix. Ensuring that office installations and fixtures including lights, door locks, water taps and toilets are kept in good condition;
- xiv. Ensuring the College premises are kept clean and free of litter;
- xv. Liaising between the College and other units of the University; and
- xvi. Any other duties that may be assigned by the Dean of the College or the Registrar from time to time.

F. Senior Assistant Registrar,

Establishment Matters Unit (Junior Staff)

July, 2014 – January 2015

- 1) Responsible to the Head Establishment Matters (Junior) for the day-to-day routine assignment as concern Junior Staff matters and welfare;
- 2) Preparing draft letter or response to internal and external memos as directed by the Head of Unit;
- 3) Processing staff requests, enquiries and complaints as directed by the Head of Unit from time to time;
- 4) Assisting the Head of Unit in all matters relating to preparation of papers for various committees as relate to the Establishment Matters (Junior Staff);

- 5) Interpreting the Rules and Regulations of the University as they apply to the requests of staff;
- 6) Processing all leave matters including annual leave, maternity leave and casual leave, examination leave, study leave etc.;
- 7) Assisting as Secretarial staff at meetings of APCONTS/APCAS, and Interview Panels;
- 8) Updating of Staff Personnel records; and
- 9) Any other duties assigned by the Head of Unit.

G. Senior Assistant Registrar/Assistant Registrar
Senate and Admission Unit

March 2008 – July, 2014

Senate Matters:

Responsible to the Head of Unit for the followings:

- a) Assisting in the preparation for Senate meetings, agenda and working papers;
- b) Taking record of proceedings at meetings of Senate;
- c) Preparation of draft decision extracts of Senate;
- d) Preparation of draft papers from decisions of Senate to the University Governing Council; and
- e) Preparation of draft memos and correspondences on matters relating to executive approval or decision of student affairs and forwarding same to the appropriate offices or concerned persons.

Admissions Matters:

Desk Officer's Responsibilities:

- (i) Preparation of papers for consideration at the Admissions Committee meetings on matters on: UTME Admission; Direct Entry Admission, Inter-Universities Transfer; Placement of Withdrawal 'P' Students into new programmes; Voluntary Change of Programme into new programme on student request;
- (ii) Preparation of draft notices of meeting, agenda, digest of decisions and annual reports of the Admissions Committee;
- (iii) Preparation and compilation of Admission list for full time Degree and Part-Time Degree;
- (iv) Preparation of University Recommendations for Admissions in standard for consideration and approval of JAMB;
- (v) Compilation of registered students for Matriculation Ceremony;
- (vi) Processing papers for the placements of the Returning Pre-Degree and Foundation Science Students into the Degree Programmes;
- (vii) Ensuring that all statistics on admissions are available for information;
- (viii) Reviewed and updated UTME Brochure in respect of the Federal University of Agriculture, Abeokuta;
- (ix) Processing of academic transcripts for Direct Entry Admission Exercise;
- (x) Dealing with correspondence by prospective candidates on enquiries about admission requirements; and
- (xi) Any other duties as assigned by the Head of Unit or the Registrar.

H. College Officer/Administrative Officer I, October, 2007 – March, 2008
College of Plant Science and Crop Production

- i. Providing administrative support to the Dean for the day-to-day administration of the College;
- ii. Coordinating and Supervising the Registry Staff within the College and the Dean's Office;
- iii. Secretary to the following College Committees Meetings:
 - (a) College Board
 - (b) College Board of Studies
 - (c) College Committee on Examinations Results
 - (d) College Postgraduate Committee
 - (e) College Committee on Grants and Fellowships
- iv. Secretary to the College Promotion Assessment Panel, for processing papers for both Academic Staff and Non-Teaching Staff promotions;
- v. Processing of papers on the College recommendations to Senate and Board of Postgraduate School;
- vi. In attendance at Senate Meetings to take note of Senate decisions on matters concerning the College;
- vii. Distribution of examination materials, signing of examination pass and answer scripts;
- viii. Treating of mails, Writing of letters, internal memoranda as directed by the Dean of the College or the Registrar;
- ix. Organization of College mail service and dealing with routine enquiries on behalf of the Dean;
- x. Attending to students enquiries on College activities;
- xi. Counseling of students on matters referred to the College Officer;
- xii. Ensuring that repairs needed on structures/office equipment are brought to the notice of the competent authority and undertaken;
- xiii. Ensuring that office installations and fixtures including lights, door locks, water taps and toilets are kept in good condition;
- xiv. Ensuring the College premises are kept clean and free of litter;
- xv. Liaising between the College and other units of the University; and
- xvi. Any other duties that may be assigned by the Dean of the College or the Registrar from time to time.

I. SIWES Officer/Administrative Officer I, March, 2007 – September, 2008
Directorate of Students Industrial Work Experience Scheme (SIWES)

- i. Providing administrative support to the Director, in the day-to-day activities of the Directorate;
- ii. Preparing and compiling master and placement lists of students in the SIWES/Practical Year for processing at the National Universities Commission (NUC) and the Industrial Training Fund (ITF) Headquarter;
- iii. Organizing SIWES Orientation Programmes for Students;

- iv. Ensuring that Students logbooks are submitted to ITF Abeokuta Area upon collection from the departments after completion of the students IT and proper evaluation and assessment of the students individual log book;
- v. Attending to Students enquires on SIWES programme;
- vi. Preparing Quarterly SIWES Report for Presentation at the Zonal SIWES Coordinators' Meetings;
- vii. Enduring that ITF form 08 are forwarded to the ITF H/Q via the state Area office after verification;
- viii. Facilitating the disbursement of payment of students Industrial Allowance and the coordinators/supervisors allowance; and
- ix. Secretary to the SIWES Committee.

J. Administrative Officer I, December, 2006 – March, 2007
Dean Office, College of Animal Science and Livestock Production

- i. Responsible to the College Officer for all secretarial arrangements in respect of the following College meetings
 - (a) College Board
 - (b) College Board of Studies
 - (c) College of Postgraduate Committee and;
 - (d) College Farm Management Board
 - (e) College Promotion Assessment Panel
- ii. Assisting the College Officer in the preparation of draft decisions and recommendations for consideration of the Senate or Board of Postgraduate School.
- iii. Handling issues related to students in the areas of Registration, Distribution and Collection of Convocation or Matriculation gowns and Signing of Matriculation Oaths
- iv. Attending to students enquiries, general complaints on utilities and other facilities in the College
- v. Performing any other duties assigned by the Dean and the College Officer

K. Administrative Officer II, November, 2001 – December, 2006
Council and Executive Affairs Unit

- (i) Responsibility to the Deputy Registrar in charge of the Unit on all Council matters;
- (ii) Assisting the Head of Unit for all secretarial arrangements in respect of the following Statutory meetings:
 - a. Governing Council
 - b. Finance and General Purposes Committee (F & GPC)
 - c. University Loans Committee
 - d. Tender Board
 - e. Pre-Qualification Evaluation Committee on Capital Projects
- (iii) Assisting the Head of Unit and Secretary to:
 - a) University Loan Committee
 - b) Project Monitoring Committee
 - c) Resident Due Process Team

- d) Tenders Board Sub-Committee
- (iv) Assisting in administration of university loan forms to qualified applicants
- (v) Assisting in the registration of contractors and consultants
- (vi) Supervising the use of Council Chamber for other University Committees' meetings
- (vii) Any other duties assigned by the Head of Unit and the Registrar.

7. OTHER RESPONSIBILITIES AT THE UNIVERSITY

- i) Member, Committee on Review of University Academic Calendar for 2022- 2025 (August 2021 till date)
- ii) Member, Committee on the Review of Rules and Regulations of the University (March 2020)
- iii) Member, Committee on Implementation of Electronic Health Records (May, 2018)
- iv) Secretary, FUNAAB Staff School Board (2007 – 2016)
- v) Secretary, Staff School Promotions Review Panel (2007 – 2016)
- vi) Secretary, Senate Committee on the Development of New Policy on Part-time Degree Programme in the University (March – June 2014)
- vii) Secretary, Committee on Review of University Academic Calendar for (2013- 2015 and 2015 -2018)
- viii) Secretary, Sub-Committee of the Committee on Re-Organization and Restructuring of University of Agriculture, Abeokuta (March, 2011)
- ix) Secretary, Investigation Panel on A Case of Registration of Unqualified Candidate for 2006/2007 Academic Session (April – May, 2011)
- x) Secretary, Investigation Panel on A Case of Allegation levelled against Mr. O. O. Olugbemi (May, 2010)
- xi) Secretary, Ad-hoc Committee on the Inspection and Distribution of World Bank Equipment (December, 2007)
- xii) Secretary, Investigation Panel on a Case of Allegation leveled against Mrs. G. M. Solake (August, 2007)
- xiii) Secretary, Investigation Panel on a Case of Accident involving FG 11 B50 (November, 2002)
- xiv) Secretary, Investigation Panel on a Case of Missing Cash of N63,488.00 (September, 2002)
- xv) Secretary, Committee on Directorate for Sub-Degree Programmes (October, 2002)

8. SPECIAL ASSIGNMENTS/COMMUNITY SERVICE

- i. Member, National Association of University Women, FUNAAB Chapter (till Date)
- ii. Chairperson, Parents-Teachers Association (PTA), St Bernadette Nursery and
- iii. Primary School, Onikolobo, Ibara, Abeokuta, Ogun State (2 tenures, 2013–2017)
- iv. Vice-Chairman, Parents-Teachers Association (PTA), St Bernadette Nursery
- v. and Primary School, Onikolobo, Ibara, Abeokuta Ogun State (2012 – 2013)
- vi. Assistant Zonal Coordinator for Unified Tertiary Matriculation Examination
- vii. (UTME) (2009– 2014)

viii. Examination Supervisor, 2008 Universities Matriculation Examination (UME)

9. EXTRA CURRICULAR ACTIVITIES:

Reading, listening to music and watching television

10. REFEREES:

- i. Professor W. O. Alegbeleye
Dean, Postgraduate School,
Federal University of Agriculture, Abeokuta
Ogun State

- ii. Professor (Mrs.) C. O. Eromosele
Department of Chemistry
Federal University of Agriculture, Abeokuta
Ogun State

- iii. Mr. P.T. Akinlabi
Deputy Registrar
Federal University of Agriculture, Abeokuta
Ogun State

Signature

Date